

Local Public Agency Parcel Checklist

Project Name: NAME Job Number: #

of Parcel impacted:

Rights/Instruments Acquired:

<u>#</u>	Fee – Permanent
<u>#</u>	Easement - Permanent
<u>#</u>	Consent/Temporary (Grading, sidewalk, etc.)
<u>#</u>	Total Rights Acquired

☐ Overview list: Parcel owners, offer amount, accepted/donated/settled, & type of conveyance

SUBMIT SIGNED ATTACHMENT B & include the following for ALL parcel files:

For Each Parcel:

- ☐ Title (Ownership) Evidence
 - ☐ Permanent Acquisitions:
 - ☐ Fee - Title Commitment
 - ☐ Easement - Title Commitment or LPA Title Search
 - ☐ Temporary Acquisitions - Tax/BS&A Sheet (< \$10,000); See permanent requirements (> \$10,000)
- ☐ Valuation
 - ☐ Waiver Valuation (uncomplicated acquisition, \$10,000 or under)
 - ☐ Appraisal & Appraisal Review: Must obtain appraisal if over \$10,000 or complicated acquisition at any value & if appraised MUST obtain an appraisal review (no matter value)
- ☐ LPA Set Compensation (LPA sets & documents prior to offer – consultant may not set)
- ☐ Written Good Faith Offer (requirements in LPA Real Estate Document Reference Guide)
- ☐ Conveyance Documents & Sketch
 - ☐ Permanent Acquisitions – Documents executed & recorded (Fee, Easement, etc.)
 - ☐ Temporary Acquisitions – Documents executed (Consent, Permit, Municipal Agency Agreement)
- ☐ Memos of Negotiation – Detailed log of negotiations with the property owner (Typed notes preferred)
- ☐ Donation form (if applicable) – Signed by both owner and LPA
- ☐ Administrative Settlement Memo (if applicable)
- ☐ Relocation Documentation (if applicable)
 - ☐ Relocation Eligibility Notice (Form 626)
 - ☐ Relocation Claims (Form 677 or 679)
 - ☐ Replacement Housing Determination (Form 625B)
 - ☐ Expense Documentation
 - ☐ Replacement Rental Determination (Form 625C)
 - ☐ Replacement Dwelling Cert (Form 657)
 - ☐ Replacement Mobile Home Determination (Form 625D)
 - ☐ Payment in Compliance with PA 367/PA439 (Form 3720) - Owner-occupied Primary Residence

Parcel Naming Convention - Consistency for each parcel file submittal assists in a smooth and quick review
Individual documents: Parcel #/owner's name & document type: *1-GFO or Jones-GFO; WaiverVal*
Package format: Parcel # & Owner's name (each package same order): *1-Jones, 2-Smith, etc.*

NOTE: Water line replacement certification is not included in this list. Please see those requirements.